



Job Description: Office and Events Coordinator

The Cape Breton Regional Chamber of Commerce is seeking an individual to fill a term position to cover a maternity leave. This is a 12 month term, from May 2022-2023.

The Chamber's mission is to empower businesses to thrive here in the CBRM. We work hard to cultivate positivity by changing the conversation about business here at home while creating a stronger business community through collaboration, networking, advocacy, and education. We challenge the status quo and encourage innovation amongst our membership, and we believe we are a catalyst for business growth here in our community.

We are a small but mighty team that works in a high-paced, high-energy office where we value teamwork, positive relationships, and positive thinking!

- Are you outgoing and motivated to succeed in a professional environment?
- Do you have a desire to advance our business community and build your network?
- Are you a self-starter and self-directed, while thriving in a team environment?
- Do you excel in work environments where creativity is welcomed and encouraged?
- Are you detail-focused and goal-oriented?
- Are you passionate about the advancement of our community and our island?

If this sounds like you, then continue reading to learn more about this exciting opportunity!

Responsibilities:

- Maintain all office needs and supplies
- Manage and complete daily administrative duties (phone, messages, filing, etc.)
- Assist with funding applications for programs through provincial and federal government departments.
- In conjunction with the CEO, plan agendas and coordinate all Board of Directors and committee meetings
- Record minutes at all Board of Directors and committee meetings
- Provide ongoing general office support to Chamber Team and Chamber Board of Directors as needed
- Proficiency with computer software required (for example Microsoft Suite, Google Docs, GoogleDrive etc.)
- Ensure event standards and deadlines are met
- Develop and maintain an annual schedule of events
- Help create and manage event budgets

- Acquire quotes and negotiate supplier agreements and act as a point of contact for event supplies and vendors
- Work collaboratively with the Chamber team and event committees and act as a liaison for event stakeholders and sponsors
- Help identify, schedule and liaise with speakers and special guests
- Manage the nomination and judging process for signature business awards/events
- Manage and update website event pages and the event registration database
- Support the writing of event program documents including event scripts, agendas, show flows, production schedules, signage, name badges, and floor-plans
- Collect and/or support writing of event content including program information, event descriptions, etc, with the Membership and Communications Coordinator.
- Help implement post-event evaluations and reviews
- Manage logistics of Chamber events and serve as point of contact for event attendees
- Coordinate on-site event production, clean-up, and volunteers
- Solicit sponsorship and door prizes
- Work collaboratively with the Membership and Communications Coordinator on theme developments, event materials, marketing initiatives, and promotion as needed.
- In conjunction with the team, develop Sponsorship Packages and Sponsorship Asks
- Ensure sponsorship deliverables are met with event sponsors

Considered an Asset

- Experience with Quickbooks Online platform
- Experience working with Wordpress the website management software
- Proficiency in social media platforms such as Facebook, Instagram, Twitter and LinkedIn is considered an asset
- Experience using Canva

To apply, please send your cover letter and resume to **info@cbregionalchamber.ca**. Applications will be accepted until April 26, 2021.